

## U.S. Department of State

<b>Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3FAH-2)</b>					
1. Post <b>PANAMA</b>		2. Agency <b>STATE</b>		3a. Position Number <b>A52324</b>	
3b. Subject to Identical Positions? Agencies may show the number of such positions authorized and/or established after the "Yes" block. <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No					
4. Reason For Submission <input type="checkbox"/> a. Redescription of duties: This position replaces _____ (Position Number)_____ (Title)____(Series)_____(Grade)  <input type="checkbox"/> b. New Position  <input checked="" type="checkbox"/> c. Other (explain) <u>Position description update on 12/5/2014 by Michael Method to add Driver License.</u>					
5. Classification Action		Position Title and Series Code		Grade	Date (mm-dd-yyyy)
a. Post Classification Authority HRO		SHIPPING CLERK, 905		FSN-6; FP-8	TB 01/28/11
b. Other					
c. Proposed by Initiating Office					
6. Post Title of Position ( <i>if different from official title</i> ) Shipping Clerk			7. Name of Employee VACANT		
8. Office/Section U.S. Embassy Panama			a. First Subdivision Management Section		
b. Second Subdivision General Services Office			c. Third Subdivision Shipping & Customs Unit		
9. This is a complete and accurate description of the duties and responsibilities of my position.   Printed Name of Employee _____  Signature of Employee _____ Date (mm-dd-yyyy) _____			10. This is a complete and accurate description of the duties and responsibilities of this position.   Printed Name of Supervisor _____  Signature of Supervisor _____ Date (mm-dd-yyyy) _____		
11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.   Printed Name of Chief or Agency Head _____  Signature of Chief or Agency Head _____ Date (mm-dd-yyyy) _____			12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.   Printed Name of Admin or Human Resources Officer _____  Signature of Admin or Human Resources Officer _____ Date (mm-dd-yyyy) _____		
<b>13. Basic Function of Position</b> This is a non-supervisory position reporting directly to the Shipping Supervisor. Duties include, but are not limited to:					
<ul style="list-style-type: none"> <li>• Managing outgoing official and personal shipments approved for DOS and other Mission agencies;</li> <li>• Assisting in all phases of documentation including preparing permits and diplomatic notes;</li> <li>• Represent the Team on all ITGBL matters; Handle the ITGBL Shipments</li> <li>• Providing U.S. Government representation for automobile accidents (Official and POVs) and maintaining records accordingly;</li> <li>• Arranging for and facilitating or accomplishing all host government required actions concerning U.S. Government vehicles and privately owned vehicles (POVs);</li> <li>• Serving as expeditor for official and VIP travel to Panama; May drive an official U.S. Government vehicle in connection with his duties and responsibilities</li> </ul>					

#### **14. MAJOR DUTIES AND RESPONSIBILITIES**

**% OF TIME**

- a.** Manages all outgoing official and personal shipments approved for DOS and other Mission agencies. Coordinates movements with transportation companies, US Dispatch Agencies, other Embassies, and Panamanian and US Government officials. Processes all paperwork associated with incoming shipments including diplomatic notes, permits, and registrations. Ensures that FAM, JFTR, JTR, DTR, (Regulations) and other DOS and Embassy guidelines are implemented and followed. **40%**
- b.** Processes all Shipping and Custom's outgoing documentation, updates the Shipping tracking program and updates diplomatic information for exonerated fuel purchases. **25%**
- c.** Makes arrangements for and facilitates or accomplishes incoming and outgoing shipment, customs clearance, purchase and sale, inspection registration, licensing, and insurance cover of POV and U.S. Government vehicles. Advises incoming U.S. citizen personnel of host laws and regulations, taxes, and fees which apply to POV ownership and operation. Assists in the purchase or sale of POV. Prepares and types the documentation and other paperwork needed for POV transactions. Advises and assists U.S. Citizen Personnel who has been involved in vehicle accidents. **10%**
- d.** Represents Shipping and Custom's on all ITGBL matters ensuring the Embassy implements and complies with all DOS requirements. Assists the Shipping Supervisor to prepare various weekly, monthly and quarterly shipping reports for GSO Management. **10%**
- e.** Accompanies incoming and outgoing official visitors and VIPs at the airport, facilitates customs clearance of their baggage, and accompanies them to their hotel/temporary quarters if needed. **10%**
- f.** Other ad-hoc shipping responsibilities as assigned by the Shipping Supervisor and/or GSO Management. **5%**

**NOTA: This position description in no way states or implies that these are the only duties to be performed by incumbent. Incumbent will be required to perform other duties as assigned by the agency.**

## **15. Qualifications Required For Effective Performance**

a. Education:

High School Diploma is required.

b. Prior Work Experience:

One (1) year experience working in shipping/customs or very closely related function is required.

c. Post Entry Training:

During probationary period incumbent must take Shipping and Transportation Training and on-the-job training regarding DOS, DOD, US Customs and Panamanian Customs Policies and regulations.

d. Language Proficiency: List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):

Level III (Good Working Knowledge) Speaking/Reading/Writing English is required. Level III (Good Working Knowledge) Speaking/Reading/Writing in Spanish is required.

e. Job Knowledge:

Must demonstrate proficiency in US and Panamanian custom's procedures, as well as transportation regulations.

f. Skills and Abilities:

Ability to function independently when dealing with all kinds of Panamanian Government officials, employees and eligible family members (EFM), and vendors is required. Must be able to monitor and manage multiple projects at the same time. Must have excellent organization skills. Must have excellent customer service skills. Must have intermediate computer skills in MS Word and Outlook and low intermediate in MS Excel and PowerPoint. Must possess a Panama driver's license (Type C).

## **16. Position Elements**

a. Supervision Received:

From Shipping Supervisor and/or GSO Management (SGSO or AGSO). Routine assignments are done independently.

b. Supervision Exercised:

None.

c. Available Guidelines:

14 Foreign Affairs Manual (FAM), Joint Federal Travel Regulations (JFTR), Joint Travel Regulations (JTR), Defense Transportation Regulation (DTR), Panamanian Laws and Regulations, and other DOS and Embassy guidelines.

d. Exercise of Judgment:

Evaluates moving schedules to minimize waiting periods. Assures that transportation regulations are applied to all shipments.

e. Authority to Make Commitments:

Only with GSO Management approval.

f. Nature, Level and Purpose of Contacts:

Works with all levels of Panamanian Government officials in order to ensure a smooth and efficient shipment process. Coordinates with Embassy employees and EFMs for HHE, UAB, and POV deliveries and pickups.

g. Time Expected to Reach Full Performance Level:

One year.